

Sensitive

**This is an EPAP Professional Associate position that is being advertised outside of the regular EPAP recruitment Cycle and is only being advertised at post.**

**OPEN TO: Eligible Family Members (EFMs) who are**

- at least 21 years old;
- a U.S. citizen spouse or U.S. citizen same-sex domestic partner, listed by name, on the assignment notification/cable or approved Form OF-126 (Foreign Service Residence and Dependency Report) of a direct-hire (not contract) Foreign Service or Civil Service employee of any federal agency, or uniformed services member who is currently serving (or will be serving) in a full-time position overseas at a U.S. mission under Chief of Mission authority; and
- resides at the sponsoring employee's post of assignment abroad at a U.S. mission
- Same-Sex Domestic Partners must comply with the provisions of [3 FAM 1612](#), including the filing of the Affidavit of Eligibility for Benefits and Obligations (DS 7669).
- **Have been previously qualified in Human Resources – All Agencies**

**POSITION: Professional Associate – Human Resources FP-04 (Highest grade available\*)**

**OPENING DATE: 10/09/2015**

**CLOSING DATE: 10/23/2015** (Only applications received by the closing date will be considered)

**DATE AVAILABLE: Immediate**

**WORK HOURS: Full-time; 40 hours/week**

**SALARY: (FP-04) USD 62,796 p.a., including Overseas Comparability Pay**  
(Starting salary and final grade will be determined by Washington)\*

#### **BASIC FUNCTION OF POSITION**

The Professional Associate - Human Resources is directly supervised by the Management Officer and assists the Management Officer with a broad range of duties related to management of the American Personnel Program at post. This includes but is not limited to: responding to questions and requests regarding HR issues; managing the hiring process; and maintaining HR systems and files.

A copy of the complete Work Requirements Statement is available from the EPAP Bureau Representative, [EAP-EPAP@state.gov](mailto:EAP-EPAP@state.gov)

## QUALIFICATIONS REQUIRED

### NOTE:

**In order to apply for these positions, candidates must already be qualified in the advertised area (that is, been determined qualified by a Qualification Evaluation Panel during a previous EPAP open season.)** For a position in Human Resources for example, candidates must have been previously qualified in EPAP in Human Resources. Qualification in Management does not cover an EPAP position in Human Resources or any area other than Management.

Selected candidates must be at post or arriving at post within six months of the date available, as advertised. Candidates must be able to serve a minimum of one year in a position and their sponsoring employee must have at least one year remaining on their overseas posting. Candidates may only be employed at the same post to which his/her sponsoring employee is assigned.

\*The grade advertised indicates the highest grade level at which the position may be offered; however, this does not guarantee that the selected candidate will be offered a position at this level. For information on selection, salary determination and benefits, [visit the Selection Process webpage](#).

U.S. citizen eligible family members who have been qualified in the program in Human Resources as indicated above, *depending on when they received their qualification*, must submit to the EAP Regional Bureau Representative ([EAP-EPAP@state.gov](mailto:EAP-EPAP@state.gov)) the following documents:

A. Candidates qualified in the advertised EPAP area **before the Fall 2014 Open Season** (during the open seasons from 2008 – Spring 2014) **must submit both:**

1. a letter of interest that includes all required information ([use the template below](#)) **and**
2. a USAJobs.gov/Federal Resume or a [DS-174 form](#).

B. Candidates who qualified for the advertised EPAP area during the **Fall 2014 or Spring 2015 open seasons**: only need to provide a letter of interest that includes all required information ([use the template below](#)). They may also submit an updated USAJobs.gov/Federal Resume or a [DS-174 form](#) if they have additional experience that was not included on their original submitted form.

**The USAJobs.gov/Federal Resume or DS-174 must include ALL relevant work experience and education completed. Any experience not included will not be considered by the Regional Bureau in reviewing an application, and if selected, in determining the salary.**

Applicants should send their documents and address any questions related to the advertised positions (including requests for work requirements statements for individual positions) to the [EAP](#) Regional Bureau using the email address listed below:

- [EAP-EPAP@state.gov](mailto:EAP-EPAP@state.gov)

For general questions regarding the program, e-mail [FLOAskEPAP@state.gov](mailto:FLOAskEPAP@state.gov).

#### **Letter of Interest for EPAP Professional Associate Position - Instructions**

- Please copy the template below.
- Insert into the body of an email addressed to the appropriate Regional Bureau.
- Include the following subject line: **Letter of Interest for EPAP Professional Associate Position**
- Complete the form and send with any required documents listed above by **10/23/2015**

**Applicant's Full Name:** (First Name, Middle Initial, Last Name)

**Applicant's Email Address:** (email address)

**Position(s):** list all at a single post to which you are applying

(Name of Post)

(Position(s) Advertised) - Professional Associate - (Area Advertised, e.g.  
"Professional Associate - Human Resources)

**Qualification(s):** list all areas that correspond with the positions to which to are applying

(EPAP area(s)) - (Date qualified)

**Additional details:**

Sponsoring Employee's Full Name (this is your spouse or same-sex domestic partner):

Sponsoring Employee's Agency:

Sponsoring Employee's arrival at post listed above:

Sponsoring Employee's Transfer Eligibility Date (TED) from post listed above:

## **SELECTION PROCESS**

Please see the [Selection Process webpage](#). When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a *Top Secret* security clearance.

**CLOSING DATE FOR THIS POSITION: 11:59 p.m. 10/23/2015**

*The US Consulate in Guangzhou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**DEFINITIONS:**

**Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.